

SCHOOL AGE DAY CARE PROGRAM CERTIFICATION Standards and Checklist

Completion of this form meets the requirements of Chapter DWD 55 of the Wisconsin Administrative Code.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Child Health Care

Yes No NA

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program will have on file a health history for a child within 30 days after a child enrolls. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program will isolate any ill child and contact the parent or designated responsible person as soon as possible to arrange for removal of the child from the program. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All prescription and non-prescription medication is given only when the program has received the written, signed permission of the parent. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pets that are kept on the premises are tolerant of children and are vaccinated against rabies and verification of those vaccinations will be sent to the certifying agency and kept on file at the program. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Each staff member will wash his or her hands with soap and warm running water after toileting and prior to food service preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All children in care will wash their hands with soap and warm running water before eating and after toileting. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Smoking is prohibited in any indoor or outdoor area in which children in care are present. |

Staffing and Grouping

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | At least one person meeting the qualifications of a school-age group leader will supervise each group of children. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No group will contain more than 32 children. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There shall be at least one staff member for every 16 children. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Children who are relatives of staff will be counted in the group size and ratio calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In a program with 10 or more children present, there will be two adults available at all times on the premises. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I agree that the program will become licensed for day care before care will be provided for 4 or more children under age 7. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The provider will keep a written record of the daily hours of attendance of each child. |

Emergencies

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program will have a phone in working order to which the staff has access. |
|--------------------------|--------------------------|--------------------------|---|

The following list of emergency phone numbers are posted on or near the phone:

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 911 or Emergency medical care |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Police |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rescue Squad |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Poison control center |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire |

For each child, the program has on file the following:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The parents' home and work numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The parents' signed consent for emergency care |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The name and phone number to call if a child requires emergency medical care |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The program has first aid supplies. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Superficial wounds will be cleaned with soap and water and covered with a bandage when necessary. |

Sanitation

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The premises will be kept clean, uncluttered, and free of insects, rodents and other health hazards. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bathrooms, including toilets and sinks, are clean and kept in good working condition. |

The water is safe because:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | It comes from a public water system |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | It was tested by the DNR or authorized agency for bacteriology safety and safe nitrate and lead levels as well. (Must be tested every two years.) The results of the water test will be sent to the certifying agency as well as kept on file at the program. |

Date of test: _____

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Areas and equipment for preparing food and serving food as well as for cleaning-up are kept clean. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I agree that children will not share cups, eating utensils, washcloths or towels. |